

People Management



HR for All

OrangeHRM provides a world-class HRIS experience and offers everything you and your team needs to be that HR hero you know that you are.

Whether you are trying to track PTO or hold performance reviews, you get all of the tools you need to shine. Thousands of businesses around the world are benefitting from OrangeHRM as their HR Management software.

People Management

Between managing the fires around your business or having to track all of that paperwork, HR can be a really demanding career. With people management you get everything that you and your team needs to succeed.

You'll be able to unlock things like reporting, Org Chart, employee data, and so much more.

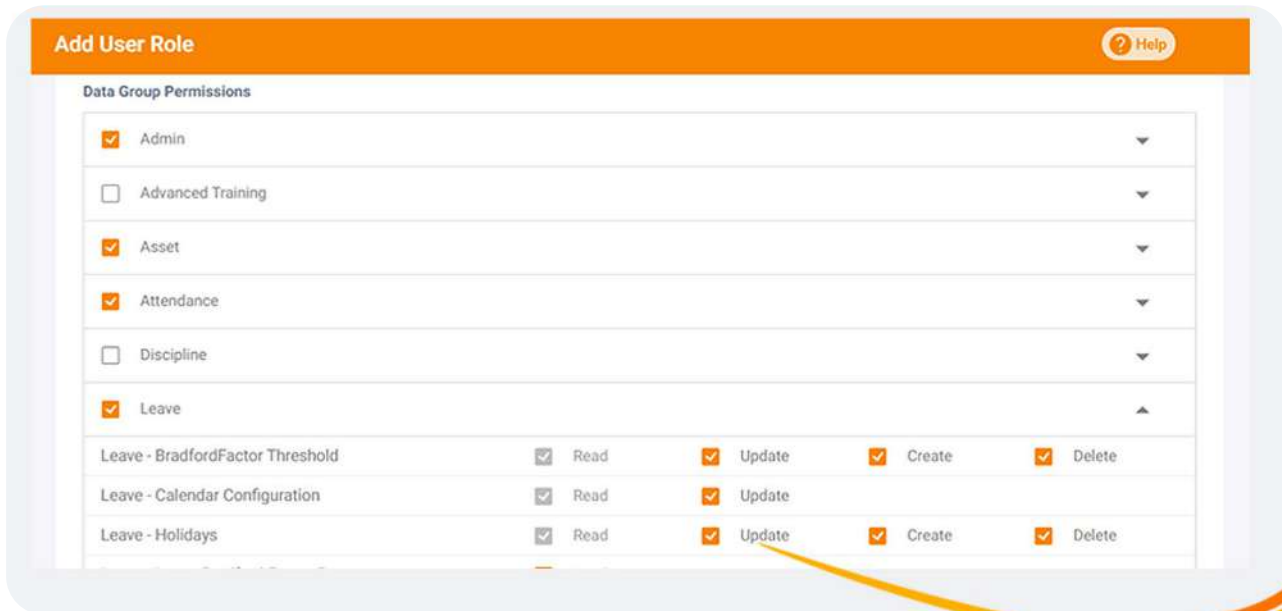


HR Administration

No more worrying about things slipping through the cracks.

Custom User Roles

OrangeHRM gives you the ability to create various levels of access to your user base. Whether they are a recruiter or CEO, not everyone needs to see Isabell's private information that only an HR manager needs to see. This will build a level of trust with your employees and gives them the ability to self serve.



Add User Role Help

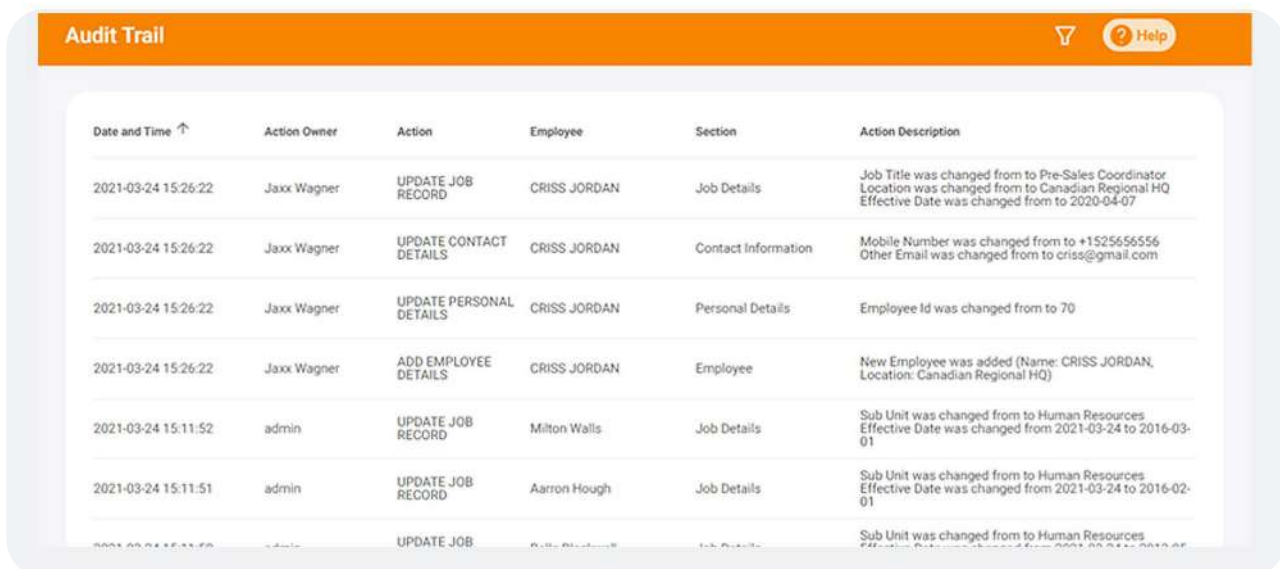
Data Group Permissions

- Admin
- Advanced Training
- Asset
- Attendance
- Discipline
- Leave

Permission	Read	Update	Create	Delete
Leave - BradfordFactor Threshold	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leave - Calendar Configuration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Leave - Holidays	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Audit Trail

Being able to track any changes to the system is like the warm blanket to any rockstar HR manager. It takes care of the fear that comes when implementing any minor or major changes within the system.




Audit Trail Filter Help

Date and Time ↑	Action Owner	Action	Employee	Section	Action Description
2021-03-24 15:26:22	Jaxx Wagner	UPDATE JOB RECORD	CRISS JORDAN	Job Details	Job Title was changed from to Pre-Sales Coordinator Location was changed from to Canadian Regional HQ Effective Date was changed from to 2020-04-07
2021-03-24 15:26:22	Jaxx Wagner	UPDATE CONTACT DETAILS	CRISS JORDAN	Contact Information	Mobile Number was changed from to +1525656556 Other Email was changed from to criss@gmail.com
2021-03-24 15:26:22	Jaxx Wagner	UPDATE PERSONAL DETAILS	CRISS JORDAN	Personal Details	Employee Id was changed from to 70
2021-03-24 15:26:22	Jaxx Wagner	ADD EMPLOYEE DETAILS	CRISS JORDAN	Employee	New Employee was added (Name: CRISS JORDAN, Location: Canadian Regional HQ)
2021-03-24 15:11:52	admin	UPDATE JOB RECORD	Milton Walls	Job Details	Sub Unit was changed from to Human Resources Effective Date was changed from 2021-03-24 to 2016-03-01
2021-03-24 15:11:51	admin	UPDATE JOB RECORD	Aarron Hough	Job Details	Sub Unit was changed from to Human Resources Effective Date was changed from 2021-03-24 to 2016-02-01
2021-03-24 15:11:50	admin	UPDATE JOB RECORD	Bill Blumenthal	Job Details	Sub Unit was changed from to Human Resources Effective Date was changed from 2021-03-24 to 2016-02-01

Asset Tracking

OrangeHRM has created a way for your team to track any and every asset your staff has. This could include computers, office furniture, and even stocks. This is just another way to help free you from all of that paperwork.

Asset Details

Asset Id *	Serial Number *	
00005	A100103	
Brand	Vendor	
HP	Super Computers (Pvt.)Ltd	
Model	Category	Location
HP - Pavilion dv7	Tablets	France Regional HQ
Status:	Assigned To	From
<input type="text" value="In-use"/>	Jacqueline White	1020
		Mon, 16 Jul 2018
Acquired	Warranty Starts	Warranty Ends

News & HR Policy Publisher

Ever wanted a way to communicate with your employees about an upcoming training or have the HR handbook live in a place where all can see? Well now you can with the News & HR Policy Publisher. This feature allows you to attach the most important things and have it live on the dashboard.

Add Document Help

General Information

Topic *	Category *
Insurance Policy Updated	Insurance

Description

File Edit View Insert Format Table

Undo Redo Bold Italic Text Color Background Color Link Image Video Verdana 11pt

P 0 WORDS POWERED BY TINY

*Attachment size should be less than 5MB

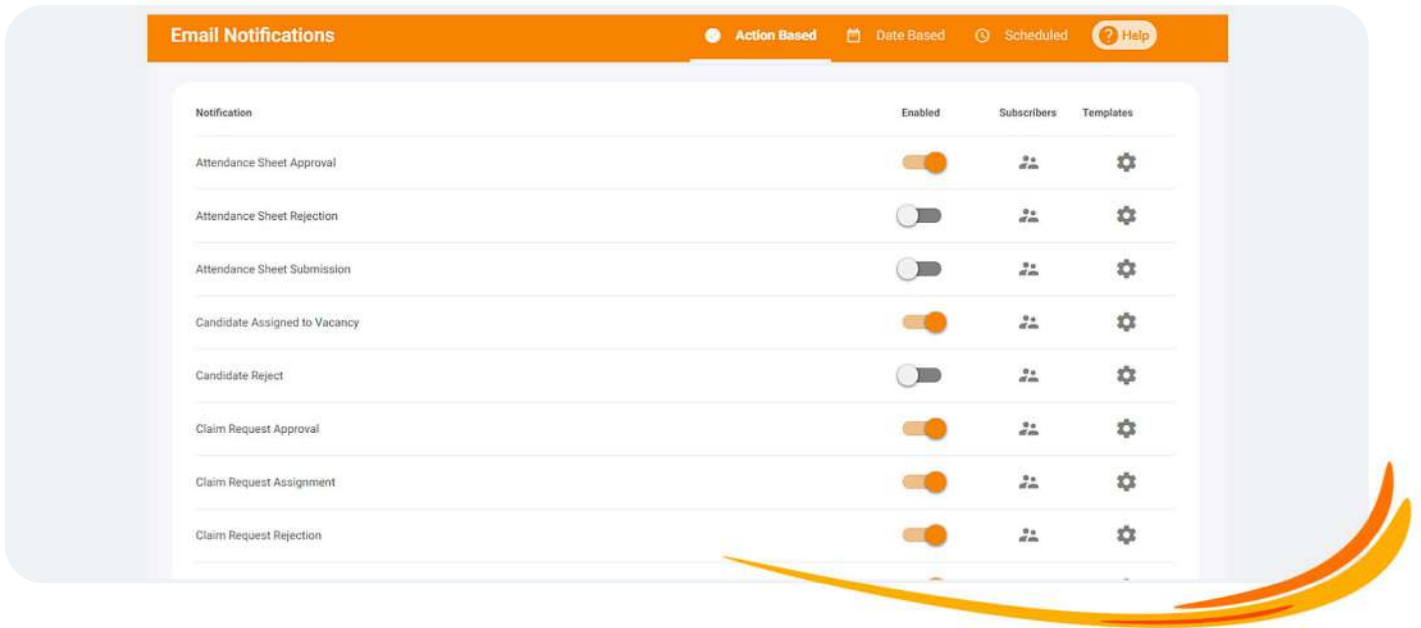
Request Acknowledgment

* Required field

Notifications

Why do we rely on sticky notes to remind us about important things like approving paid time off or employee's birthdays/work anniversaries?

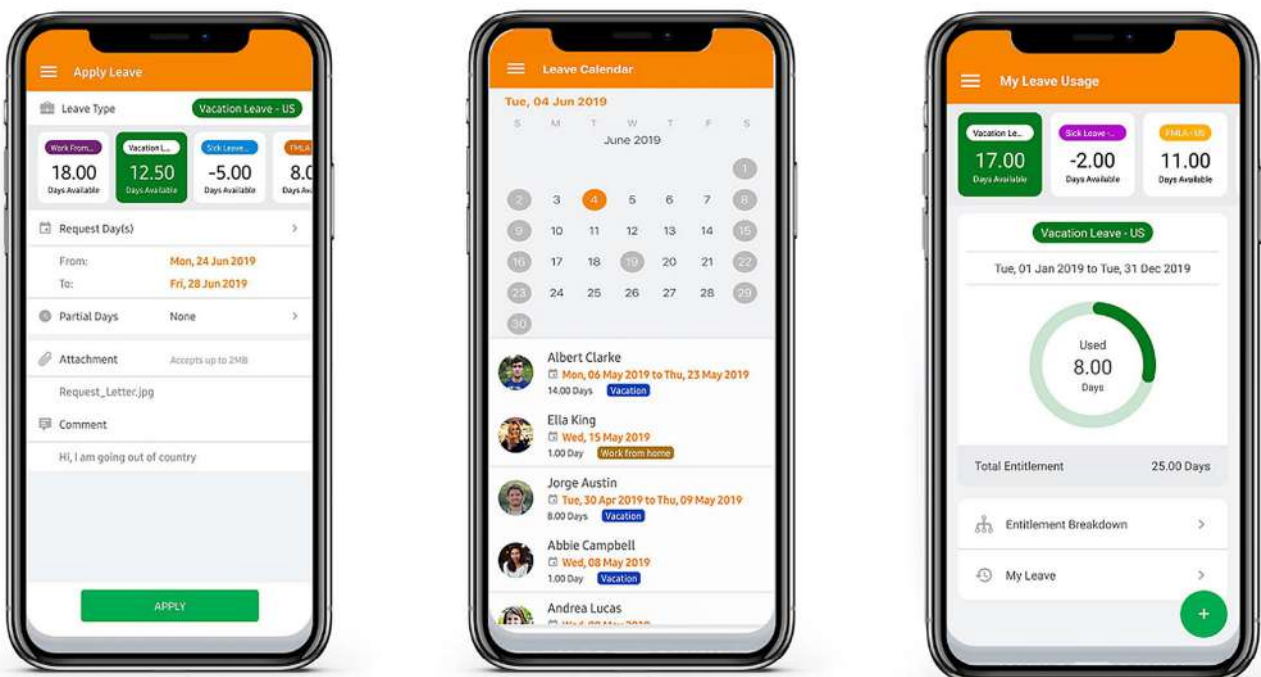
With notifications you no longer have to. This feature gives you or anyone in the company automated emails triggered based on actions that either need to be done or things that are completed.



Mobile App

When you download the OrangeHRM's mobile app it gives you the ability to unlock functionality at your fingertips. You can apply for PTO, clock in or out, view timesheets, and so much more.

This feature keeps you up to date while you are on the go.

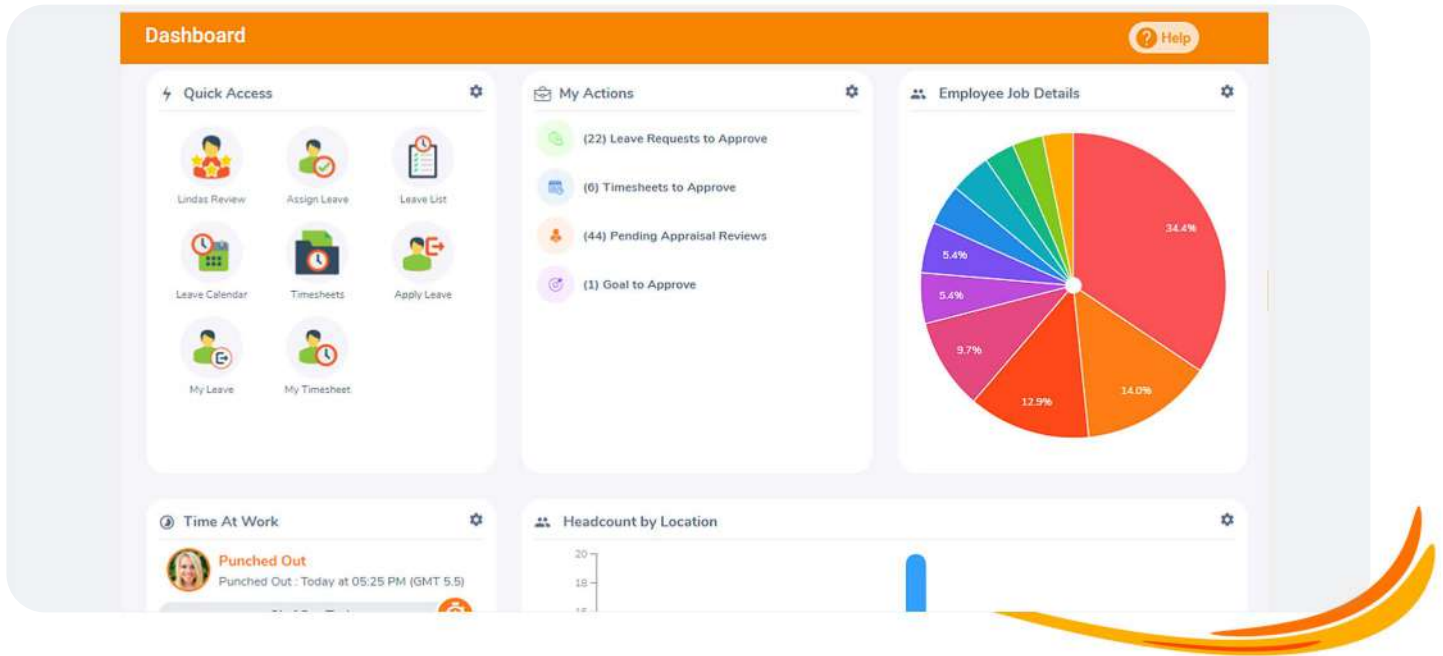


Employee Management

Give your employees the autonomy they deserve.

Dashboard

The Dashboard is the command center for everything most important to the user. For employees it shows PTO accruals, company news, time tracking, and the list goes on. If it's your dashboard it shows all of that plus, reporting charts, who's in and out, and your "to-do" list. It helps save you time by keeping everyone organized.



Employee Database & Profiles

Owning and managing your employee's information is key to being able to do your job. You can create new profiles, add custom fields like t-shirt size for company swag, update information in bulk, house job and salary history, and have a full view of your employees data.

The profile page for Linda Anderson, Head of Support, includes the following information:

Personal Details		
First Name*	Middle Name	Last Name*
Linda		Anderson
Employee Id	Other Id	SSN Number
EMP011	235896354	
Date of Birth	Marital Status	Gender
1992-06-05	Married	Female
Nationality	Driver's License Number	License Expiry Date
American	2002/USA/78956-S	2029-04-16
EEO Race and Ethnicity*		
White		

Disciplinary Tracking

Managing your employees can sometimes be hard when something against company policy happens. Disciplinary tracking allows your team to not miss seeing patterns of behavior from an employee like being late to work consistently. You can take note of your conversations with them and track their improvements.

Add Disciplinary Case

Employee Name *	Brody Alan	Case Name *	Reporting to work late
	0032		
Created On	Thu, 25 Mar 2021	Created By	Jacqueline White
Description	2 hours late consecutively for 4 days.		

*Required field

CANCEL TAKE DISCIPLINARY ACTION CLOSE CASE EDIT

Organization Chart

Giving your employee a way to see the entire company's layout is powerful because it helps give context to how your organization works. No longer will you need to answer, "wait who reports to whom?" Because you can direct them to the company's Organization Chart.



Corporate Directory

Don't field one off questions by your team about which person reports to which manager or what is so and so's telephone number. With the Corporate Directory, you can see everyone's address, phone number, email address, job title, and more.

The Corporate Directory interface features a grid of employee profiles. Each profile includes a circular profile picture, the employee's name, job title, department, office location, email address, and phone number. The interface has an orange header with a search icon and a 'Help' button.

Name	Job Title	Department	Office	Email	Phone
Odis Adalwin	HR Executive Administration	0005 - Cost center (Ad...)	New York Sales Office	odis1@gmail.com	+49 334 911-7789
Brody Alan	Technical Support Man...	QA Team	0001 - Cost Center (IT) Texas R&D	brody.alan@gmail...	
Loluse Anderson	Finance Manager	Finance	0003 - Cost Center (Finance) South African Development...	Loluse.Anderson@gm...	
Linda Jane Anderson	Senior Technical Supp...	QA Team	0009 - Cost center (QA) New York Sales Office	linda@orangehrm...	+1-420-356-1134
Peter Mac Anderson	CTO	Engineering	0002 - Cost Center (En... HQ - CA, USA	peter@orangehrm...	112-342-0005
Lisa Evlin Andrews	Technical Support Engineer	IT	0001 - Cost Center (IT) London Office	Lisa.Andrews@gmail...	
Dimpy Mimpy Arva					
Amadi Aswad					
Cecil Bonaparte					

Document Manager

Managing all of the important documents of your employees with a filing cabinet isn't easy, in fact it's flat out stressful. With Document Manager, you are able to house documents like contract letters, termination letters, promotion contracts, and be able to export them as a PDF if you ever need to print them out.

The Document Manager interface displays a table of document entries. The table has columns for Category, Topic, Published Date, Status, Published Locations, Published User Roles, Attachments, and Acknowledgment Status. Each row represents a document with a checkbox for selection and icons for attachments and acknowledgment.

Category	Topic	Published Date	Status	Published Locations	Published User Roles	Attachments	Acknowledgment Status
Meeting documents	Global Company Meeting	2021-01-08	Published	All	All		
Agendas	Annual General meeting & Dinner	2021-01-07	Saved	All	All		
Business Plans and Goals	Goals and Strategies	2021-01-07	Published	All	All		
Press Releases	Press Release on Laser Shooting Robot's Door	2021-01-06	Published	All	All		
Customer Service Documents	Measurable Customer Service Standards	2021-01-05	Published	All	All		
Misc	Social Engineering	2021-01-05	Published	All	All		
Accounting Documents	Truth in Accounting	2021-01-04	Published	All	All		
Employee Handbook	Health & Safety Guidelines	2021-01-03	Published	All	All		

Reporting and Analytics

Impress your boss with reports that give you full visibility.

Custom Reports

Every business is different and their needs are as well. Start using custom reporting to help answer questions that are unique to your organization. You can track things like PTO, training, onboarding, expenses, EEO reports, literally anything that your heart wants.

Personal				Job				
Employee Id	Employee Last Name	Employee First Name	Employee Middle Name	Contract Start Date	Contract End Date	Job Title	Employment Status	Job Category
EMP013	Anderson	Loluse				Customer Success Manager	Part-Time Contract	Officials and
EMP011	Anderson	Linda				Head of Support	Full-Time Permanent	Laborers and
EMP012	Anderson	Peter				Chief Executive Officer	Full-Time Permanent	Officials and
EMP059	Aristide	Rolland				Support Specialist	Full-Time Permanent	Officials and
EMP037	Autie	Alexandra	Pascal	2009-12-22	2010-12-22	Database Administrator	Full-Time Permanent	Officials and
EMP056	Aywin	Ida				Support Specialist	Full-Time Permanent	Professionals
EMP048	Barnsdale	Matelda				Sales Representative	Part-Time Permanent	Officials and
EMP034	Bartolic	Zita	Lamond	2007-06-19	2007-10-19	Account Assistant	Full-Time Internship	Officials and
EMP076	Blackwell	Belle				Assistant Manager - HR	Full-Time Permanent	Officials and
EMP035	Boughtflower	Rudd	Westley	2008-09-18	2008-12-18	Content Specialist	Full-Time Internship	Professionals
EMP055	Bougourd	Monro				Software Engineer	Full-Time Permanent	Officials and

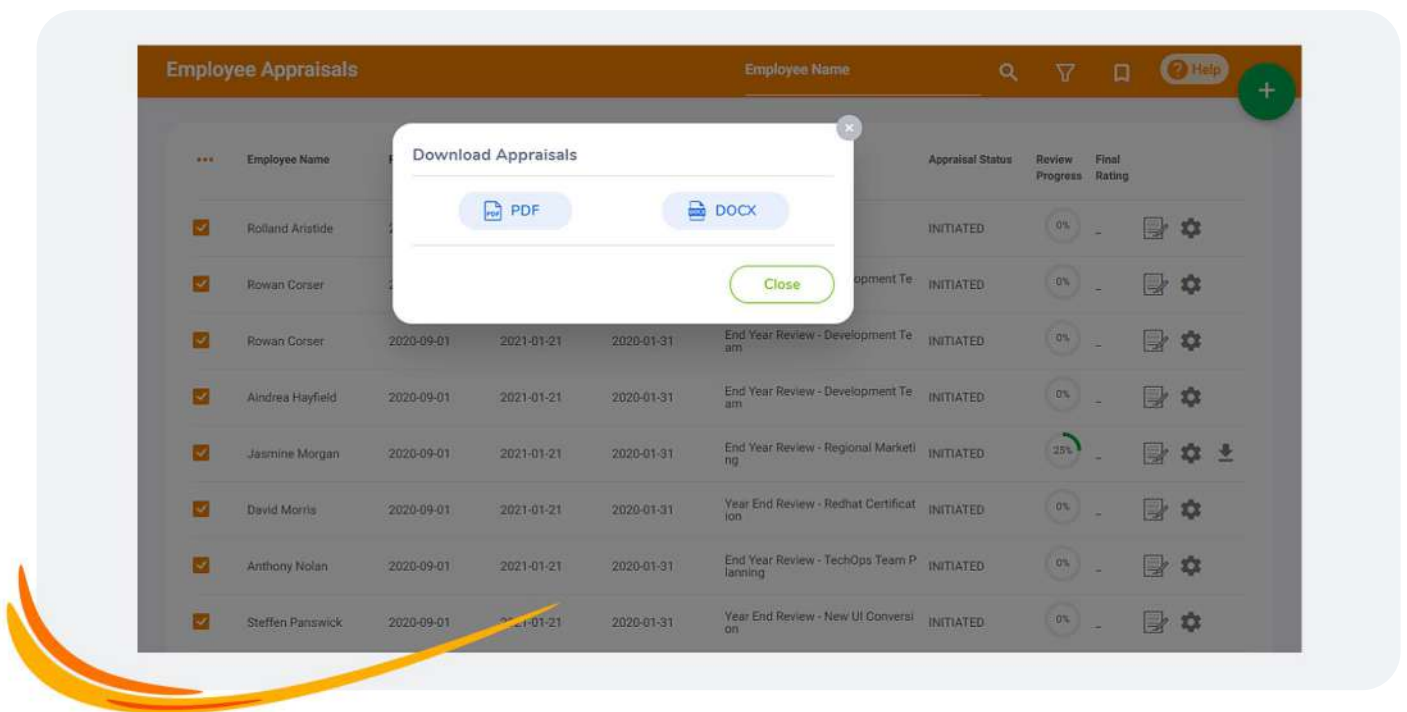
Graphical Reports

With the different questions you may have around questions within HR, different reports are needed. Graphical reports give a great bird's eye view of trends and helps tell a story on where you are either excelling or needing to improve.



Extraction of Reports

Once you are able to see the reports, you might want to be able to export them for your team to review or do additional analysis. You can do that with OrangeHRM's reporting tool. You can either export it as a PDF or CSV.





Reach Us

www.orangehrm.com